

Grant and Per Diem Operational Webinar

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Recording Link:

<https://veteransaffairs.webex.com/veteransaffairs/ldr.php?RCID=2fe9b16f011401096a9852738cd5610d>

Password: Homeless1!

Tuesday, February 9, 2021 at 2pm Eastern/11am Pacific

Cisco Webex Meetings Meeting Info Hide menu bar ^ Connected

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Chat

To: Everyone

Enter chat message here

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Participants Chat

Type here to search

10:08 AM 10/11/2020

AGENDA

GPD Operational Call Agenda

- Announcements
 - Funding Opportunity Updates
 - Smart Simple transition and training reminders
- Office of Business Oversight
- Security and Survival Assistance Update
- Clear 2 Connect
- Change of Scope
- Case Management grant NOFA Q&A



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Announcements

- Case Management Renewal NOFA – Published 12/17/2020
 - Deadline 2/18/2021 at 4pm eastern
 - Only open to existing grantees
 - Copy of NOFA on [GPD website](#)
- Capital Grant – coming soon
 - Existing transitional housing only
 - Goal to increase individual living units
- Special Need – Anticipate up to \$5 million – coming soon
 - Open to eligible entities



SmartSimple Grants Management System (GMS)

- Friday, January 8th – an automated email from the *SmartSimple* system sent to grantee points of contact providing username and temporary password as part of our migration into the new system.
- If your organization has not seen the email, check your junk/spam folders. The email will be coming from either hmlsgrants-va@mod.udpaas.com or VAHomelessGrants@va.gov.
 - We request that you add both emails to your safe senders list
- Brief webinar to guide you through the process to access the *SmartSimple* platform.
 - [Play recording](#) (19 mins)
 - **Recording password:** Homeless1!



Case Management Renewal NOFA in SmartSimple

- Friday, January 15th – an automated email from the *SmartSimple* system sent to GPD Case Management grantee points of contact from gpdgrants@va.gov
 - Subject: GPD Case Management Grant Renewal through SmartSimple
- Webinar to guide you through renewal application process in *SmartSimple* platform.
 - [Play recording](#) (34 mins)
 - **Recording password:** Homeless1!

Office of Business Oversight

- **Upcoming Fiscal Reviews:**
 - **Low Income Housing Institute - TBD**
 - **Aurora Comprehensive Community Mental Health Center - TBD**
 - **Christ Central Ministries - TBD**
- **CAARES ACT Oversight**
- **SF-425's**
 - **Office of Management and Budget (OMB) SF-425 Federal Financial Report Instructions, Page 3, states, "Annual reports shall be submitted no later than 90 days after the end of each reporting period."**
 - Grantees should be aware that late SF-425 reports may impact the program office's decision to continue the grant.
 - OBO will be contacting all grantees who have not submitted their SF-425 timely.

Veterans Health Care and Benefits Improvement Act of 2020 –GPD Focused

Section	Time limited*	Summary
4201 - Limit on Rates for Per Diem Payments	Yes	Establishes maximum rate for per diem payments to be three times the authorized rate for State Homes for Domiciliary Care
4201- Modification of Funding limits for grants	Yes	Eliminates matching funds requirement for those applying for VA capital grants for construction, renovation, or acquisition of a facility to provide transitional housing for homeless veterans during a declared public health emergency
4201-Use of Per Diem Payments	Yes	Provides authority to utilize GPD per diem payments to provide assistance required for safety and survival
4201 Additional Transitional Housing	Yes	Provides authority to provide additional funding for transitional housing beds without notice of competition.
4201 Inspections and Life Safety Code Requirements	Yes	Provides authority for the Secretary to waive life safety code requirements for GPD.

*Time limited refers to only in effect during national health emergency


Safety and Survival Assistance - Update

- Authorizes the use of per diem payments to "provide assistance required for safety and survival"
 - Can assist homeless Veterans
 - Formerly homeless Veterans residing in a facility operated by GPD funded organization
 - Only authorized under the public health emergency
 - Grantees only reimbursed through their per diem not direct reimbursement for assistance



Safety and Survival Assistance - Update

- We have received some questions regarding how the costs can be documented
- Two sample Security and Assistance documents posted on the [Per Diem Rate webpage](#)
- Optional document, but does have the type of information our audit team would be looking for to help support the cost in addition to financial receipts, billing documents, invoices

VA  U.S. Department of Veterans Affairs

Grant and Per Diem (GPD) Program PL 116-315: Safety and Survival

On January 5, 2021, the *Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 (Public Law 116-315)* was signed into law. The law authorizes GPD grantees to use per diem payments "to provide assistance required for safety and survival" (such as food, clothing, blankets, hygiene items and cleaning supplies) during the public health emergency. These items may be provided to homeless Veterans and formerly-homeless Veterans residing in a facility operated by a GPD per diem grantee. This guidance does not apply to Case Management grantees. This document offers sample guidance to screen and document costs associated with safety and survival assistance.

SAFETY AND SURVIVAL ASSISTANCE COST DOCUMENTATION

GPD grantees need to retain documentation in their records supporting incurred costs under this provision. Below are suggested questions to enhance documentation:

Is the Veteran homeless or formerly-homeless Veteran residing in a facility operated by a GPD per diem grantee?
If yes, move to step one. Yes or No

Step 1: Does the Veteran require safety and survival assistance? If yes, move to step two. Yes or No

Step 2: Was the Veteran verified in SQUARES or through VA eligibility (retain documentation)? If yes, move to step three. Yes or No

Step 3: What type of safety and survival assistance is required and how much is the related cost?

1. Food – \$ _____
2. Clothing – \$ _____
3. Blankets – \$ _____
4. Hygiene Items – \$ _____
5. Cleaning supplies – \$ _____

Step 4: Properly identify and document safety and survival related costs (e.g. evidence from a third party entity creating the cost/expense such as billing invoice, lease agreement, etc., and evidence of payment specific to cost/expense such as copy of check, ACH, if paid by credit card and any other documentation, not mentioned, needed to support the costs).

Step 5: Sign and Date

Grantee: _____ Date: ____/____/____

Veteran: _____ Date: ____/____/____

Veteran Name: _____ SSN Last 4: _____

VHA Homeless Programs Office (11HPO) | page 1 | Grant & Per Diem | 3-Feb-21

Safety and Survival Assistance - Update

Grant and Per Diem (GPD) Program PL 116-316: Security and Safety

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SAFETY AND SURVIVAL ASSISTANCE COST DOCUMENTATION

GPD grantees need to retain documentation in their records supporting incurred costs under this provision. Below are suggested questions to enhance documentation:

Is the Veteran homeless or formerly-homeless Veteran residing in a facility operated by a GPD per diem grantee? If yes, move to step one. Yes No

Step 1: Does the Veteran require safety and survival assistance? If yes, move to step two. Yes No

Step 2: Was the Veteran verified in SQUARES or through VA eligibility (retain documentation)? If yes, move to step three. Yes No

Step 3: What type of safety and survival assistance is required and how much is the related cost (enter cost below)?

1. Food		
2. Clothing		
3. Blankets		
4. Hygiene Items		
5. Cleaning supplies		

Step 4: Properly identify and document safety and survival related costs (e.g. evidence from a third party entity creating the cost/expense such as billing invoice, lease/rental agreement, etc., and evidence of payment specific to cost/expense such as copy of check, ACH, if paid by credit card and any other documentation, not mentioned, needed to support Yes No

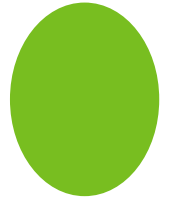
Step 5: Date and Document name of grantee and last four and name of Veteran.

Cost of Safety and Survival Assistance										
Grantee	Veteran Name	SSN Last 4	Date	Assistance	\$ Food	\$ Clothing	\$ Blanket	\$ Hygiene Items	\$ Cleaning Supplies	Total Cost
ABC Grantee	Hans Solo	5678	3/31/2021		\$ 5.00	\$ 25.00	\$ 25.00	\$ 10.00	\$ 5.00	\$ 70.00
ABC Grantee	Suzie Q	1234	3/31/2021		\$ 10.00	\$ 50.00	\$ 50.00	\$ 5.00	\$ 10.00	\$ 125.00

CLEAR **2** CONNECT

Protecting the right to communicate

Karen Herson is a communications professional with more than 30 years' experience spearheading a variety of outreach initiatives, with a particular focus on disability and Veterans issues. Through her work, she's assisted numerous federal government agencies and non-profit organizations to conceptualize and implement compelling and result-driven public awareness campaigns from start to finish. She's also an active board member and volunteer for many non-profit organizations, including the Red Cross at Walter Reed National Military Medical Center, the National Council on Independent Living, and the Columbia Lighthouse for the Blind. Karen currently manages the Clear2Connect Coalition, which is what brings her here today.



Lauren Fettig has a passion for Veteran hearing loss advocacy. Focusing her efforts to educate America's Veterans on how to stay socially engaged during challenging times, she fills her day connecting with organizations that align with these values. Lauren brings 10+ years of hearing industry knowledge, currently managing VA and DoD initiatives at CaptionCall, including Veteran awareness and accommodations.



Who We Are

- The Clear2Connect Coalition is a group of 30+ disability and veterans service organizations dedicated to preserving the right for Americans with hearing loss to access the technology they need to communicate using a phone – as is their right under the Americans with Disabilities Act (ADA).
- The National Coalition for Homeless Veterans (NCHV) is a part of the Clear2Connect Coalition.



CLEAR 2 CONNECT

Protecting the right to communicate



Veterans & Hearing Loss



- Hearing loss is a big issue for the veteran community.
- Veterans are **30%** more likely than the general population to have a severe hearing loss. Those who served after September 2001 are **four times** more likely.
- Auditory injuries – tinnitus and hearing loss – are two of the top three most prevalent injuries for which new veterans' claimants are qualifying for service-connected disability compensation.

What is Captioned Telephone Service?

- Captioned telephone service is a revolutionary service for individuals with hearing loss who need captions to use the phone effectively.
- This service allows people with hearing loss to speak directly to the person they called and then listen, to the extent possible, to the other person and simultaneously read captions of what the other person is saying on the call.
- Captioned telephone service is provided at no cost to the user.



Our Proposal

- It is essential that veterans with hearing loss have access to the technology they need to communicate.
- Captioned telephone service empowers veterans with hearing loss to stay connected with medical professionals, family, friends, and their communities.
- The Clear2Connect Coalition has teamed up with CaptionCall to support communication access for veterans by providing captioned telephones for those living in transitional housing.

CLEAR 2 CONNECT

Protecting the right to communicate



CaptionCall®

Next Steps

1. Connect with eligible veterans in transitional housing to determine which veterans have hearing loss and who would like to have the service.
2. Instruct eligible veterans to go to **captioncall.com/vet** to sign up for the captioned telephone service.
3. For all eligible veterans, CaptionCall will provide a phone and/or mobile app, the appropriate phone connections & customer support. All at no cost in accordance with the parameters of the IP CTS program.



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VA Grant & Per Diem National Office

Change of Scope Guidance

February 2021

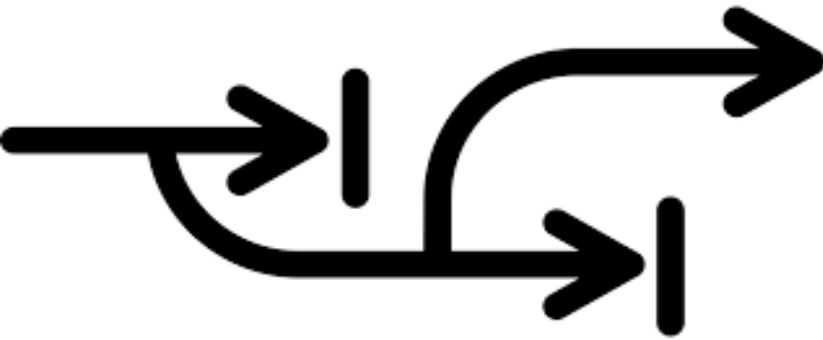
GPD Operational Monthly Call

VA



U.S. Department
of Veterans Affairs

Changes of Scope



- What is a Change of Scope (COS)?
- When is a COS required?
- Who needs to be involved?
- How do I submit a COS?
- What needs to be included in the COS?

Change of Scope

- A Change of Scope is the formal request used by a GPD grantee to alter terms of their grant as it was originally written and awarded
- A Change of Site alters the location/address of a GPD unit
- **Important** *Before implementing changes, grantees must submit a written COS request to the GPD National Program Office for review and approval*

Pop Quiz | *What would not require a COS?*

- A. Modifying admission or discharge criteria
- B. Collecting a new participant fee
- C. Converting the minimum credentials of a case manager from Bachelor's-level to Master's-level
- D. Requesting a [COVID-19 Isolation Option](#)
- E. None. Everything needs a Change of Scope!

When are CsOS Required?

- Most changes to awarded grants will require a COS
- Any part of a grant award may be altered with an approved COS
- Sampling of common requests
 - Staffing changes: *adding/removing positions, lowering minimum education/credentials, altering titles/roles, time and effort of staff dedicated to GPD*
 - Internal policies/procedures
 - Target populations
 - Admission/discharge criteria
 - Catchment area
 - Changing addresses/locations
 - [COVID-19 Isolation Options](#)

Tip | *GPD Office Considerations*

- We make a *direct* comparison of the COS to the original grant
- How would this grant proposal have scored if this COS had been written into the original grant?
- Is this a reduction in services?
- Is this proposal *comparable or better*?

Proposing a COS: Getting Started

- Grantee identifies the needed change and discusses internally
- Grantee discusses the change and their preliminary plan with their GPD liaison
- GPD liaison provides feedback and ensures it complies with GPD regulations

Submitting a COS

- A finalized written COS is prepared for submission to the GPD National Office
- CsOS are submitted by email to GPDGrants@va.gov
- Process Notes
 - GPD liaisons may require CsOS to be submitted not directly to the GPD Office, but through their Medical Centers or VISNs
 - Some liaisons may ask the grantee to submit to the GPD National Office directly
 - All grantees must include their liaisons in their COS process

Suggested Format

- Paragraph I
 - State the language in the original grant
- Paragraph II
 - State the requested change to the grant
- Paragraph III
 - State the rationale and justification for the change, including budgetary impact if applicable
- Closing
 - Include signature and title of authorized representative of the grantee
- *The GPD National Office has no required format*

Tip | *Dos & Don'ts*

A good COS should:

- ✓ Include the FAIN(s)
- ✓ Use agency letterhead
- ✓ Be clear, simple, and short
- ✓ Include original grant language and directly compare the change (cut & paste)
- ✓ Articulate the change directly
- ✓ Indicate the timeframe for the change
- ✓ If changing staff, directly discuss if/how this affects the budget
- ✓ If changing staff, include a revised staffing table
- ✓ If changing sites, compare new space to old

A grantee shouldn't:

- ✓ Make ambiguous statements
- ✓ Implement the change without receiving written approval from the GPD National office
- ✓ Include or gather letters of support

Tip | Okay, but what do you mean by “simple?”

No need to rewrite a grant!

Check out this sample

- It's a revised staffing table
- The grantee wanted to add, remove, and alter hours and titles of staff
 - They used their original staffing table,
 - highlighted the position changes with Track Changes, and
 - submitted it with their COS clearly showing what they wanted to change (including the financial impact)!
- It can be this simple!

Job Title	Brief Description of responsibilities (1 to 2 sentences)	Education level	Hours per week allocated to GPD project	Amount of annual salary allocated to the GPD project
<u>Veterans Services Supervisor</u>	<ul style="list-style-type: none"> • Supervision Support • ISP file reviews • Coaching 	Bachelor's Degree with one year working with homeless populations / three years' experience with one year being a case manager.	10	11,250
<u>Residential Advocate</u>	<ul style="list-style-type: none"> • Program support • Milieu management • Basic needs advocacy 	High School Diploma / Bachelor's Degree	160	150,393
<u>Case manager</u>	<ul style="list-style-type: none"> • Housing search and rapid placement • Barrier mitigation • Goal setting and planning • service navigation • Appointment accompaniment 	Bachelor's Degree/Three Years Case Management Experience	60 80	62,902 83,869
<u>Peer support specialist</u>	<ul style="list-style-type: none"> • Resource and service navigation • Appointment accompaniment 	Peer Support Specialist Certificate	40	29,123
<u>Employment specialist</u>	<ul style="list-style-type: none"> • Direct job placement • Resume building and interview skill building 	Bachelor's Degree	32	25,280
<u>Program manager</u>	<ul style="list-style-type: none"> • Program oversight • Staff supervision • Community engagement 	Bachelor's Degree / Master's Degree	20	29,925
<u>Custodian</u>	<ul style="list-style-type: none"> • Basic cleaning and facility maintenance 	High School Diploma	20	17,455
<u>Wellness and Peer Support Access Specialist</u>	<ul style="list-style-type: none"> • Recovery support groups • Service brokerage • Resource and Service Navigation • Appointment Accompaniment 	CADC / QMHA / QHMP Peer Support Specialist Certificate	16 40	17,235 43,087

Flow & Timeline

- The GPD National Office
 - Reviews CsOS within 30 days of *receipt* via GPDGrants@va.gov
 - Will confirm the receipt of the COS
 - Will ask supplementary questions of the grantee and/or the GPD liaison if needed
 - Will provide a written approval or denial

Pop Quiz | *What expedites a COS review?*

- A. Directly comparing original grant language to the proposed change
- B. Including the FAIN
- C. Feedback from a GPD liaison
- D. Indicating the timeline for the change
- E. All of the above

COS Checklist

- ☐ Includes FAIN
- ☐ On letterhead
- ☐ Dated
- ☐ Signed by authorized grantee representative
- ☐ Compares original grant to new proposal
- ☐ Explains why change is needed
- ☐ Liaison is aware and has reviewed
- ☐ Liaison has informed the VISN NHC (if applicable)
- ☐ Compares new space to old (if applicable)
- ☐ Includes relevant data (if applicable)
- ☐ Indicates timeframe for change implementation or indicated the COS is temporary Compares original grant to new proposal (if applicable)
- ☐ Shows relevant budget impact if changing staffing (if applicable)



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Question and Answer Period for Case Management Grant NOFA

- Questions should be focused **only CM grant NOFA**
- Questions should be submitted through the chat box
- Please do not unmute yourself
- Keep questions focused items that may interest other participants

COVID-19 Resource Information

- Reminder of various resource documents available on GPD provider website
 - [Wellness & Symptom Checks for COVID-19 Positive & Presumptive Positive Veterans In Hotels and Motels](#)
 - [GPD Isolation Options](#)
 - [GPD CARES Act Implementation Guidance](#)
 - [GPD Per Diem Request Webpage](#)
 - Links to Centers for Disease Control (CDC) guidance
- Be sure to coordinate with local health departments, VA Medical centers regarding testing
- Grantees expected to follow CDC guidance and comply with local public health guidelines regarding quarantine and safety protocols associated with COVID-19
- Grantees may include the cost of testing asymptomatic staff who have direct contact with GPD Veterans as part of their allowable program costs

News You Can Use

Helpful Info

Great Advice

Need to Know

Reminders

- Next webinar March 9, 2021 @ 2pm eastern
- GPD Provider website
https://www.va.gov/HOMELESS/GPD_ProviderWebsite.asp